

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5250

**TITLE:** SPACE PLANNER II

**GRADE:** S-27

**DEFINITION:**

Serves as the lead interior designer/space planner within the Real Estate Services Branch; supervises a group Space Planners in the completion of space planning projects; and performs other work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Space Planner II is distinguished from the Space Planner I in that the Space Planner II serves as the lead interior designer/space planner and supervises a group Space Planners in the completion of space planning projects; whereas the Space Planner I conducts professional space planning work under supervision including managing space planning projects; overseeing the work of contractors; ensuring work complies with budgetary requirements as well as County policies and procedures.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)*

Assigns space design projects to planning staff and monitors progress;

Provides guidance and direction to subordinate space planners or A/E contractor in the development of design for the end users responsible for final overall design of each project;

Directs development of program requirements and ensures adherence with space standards;

Acts as liaison between the planning staff, agency contacts and A/E contractor;

Responsible for final overall design of each project;

Reviews and approves interior design/architectural packages prepared by subordinate space planning staff and/or A/E contractor;

Reviews and approves final working drawings showing complete design intent, including: hard-wall partition plans, system furniture plans, freestanding furniture, finishes, colors, special items, graphics and signage and other details relevant to the user's operation;

Presents space plans to senior management and/or the agency and obtains approval;

Oversees all projects assigned to the planning staff from project inception to completion, including coordination efforts with other disciplines, outside contracts (such as systems furniture), code officials, procurement reps, and any other contracts relevant to the project completion;

Prepares project status reports for review and approval by senior management;

Monitors staff project budgets;

Maintains space allocation reports for County facilities;

Develops annual business plan and budget request for space management section;

Establishes all FMD policy and procedures in regards to space utilization, planning and furniture, space and signage standards;

Participates in numerous management committees, prepares annual work performance evaluations of subordinate space planning staff;  
Reviews and approves requests for leave and online time.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.).*

Considerable knowledge of the principles, practices and techniques concerning space planning;  
Considerable knowledge of the techniques required in planning, designing, layout and utilization of space;

Ability to prepare budgets;

Ability to supervise subordinate employees;

Ability to plan, organize and assign space projects to subordinate staff;

Ability to coach, mentor and evaluate the performance of subordinates;

Ability to apply principles of leadership, creative problem solving, collaboration, decision-making, and team building;

Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;

Ability to establish and maintain effective working relationships with associates, subordinates, representatives of other agencies and the general public;

Ability to communicate effectively, both orally and in writing;

Ability to speak effectively to individuals, citizen groups and public bodies;

Ability to work independently, to set individual priorities, to manage time effectively and to apply consistently sound judgment.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:

Graduation from an accredited four-year college or university with a degree in space planning, architecture, interior design or a related field of study; PLUS four years of experience in architecture, space planning, interior design, or a related field. A Master's degree in space planning, interior design, architecture or a related field may be substituted for one year of the required experience.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED:

July 31, 2013